

Charter Representative

Notification Request

Required Materials for Administrative Completeness:

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with A.R.S. §38-431.01)
- Valid Fingerprint Clearance Card for new representative
- Notarized Affidavit, Disclosure and Consent for Background and Credit Check
- Background Information Sheet
- Official transcripts from the highest post-secondary education institution attended. Official transcripts from the educational institution must be received in the ASBCS office within 2 weeks of application submission.
- Copy of a valid fingerprint clearance card. Copies of applications to DPS will not be accepted.
- Provide information regarding any payment, benefit or consideration received or to be received by any party in the transition.
- Email address for new Charter Representative

Board staff will conduct a compliance check covering all of the areas in the Board's policy and provide this information, in writing, to the new charter representative(s).